

Customer Relations & Communications (CRC) PROJECT REQUEST FORM

Instructions to Requestors

Providing Content and Background Information

Requestors are expected to provide all associated content, background information, and digital media related to a request at the same time as submission of this form (via email or a file-sharing software/drive). The inability to do so will result in the need for a new project request form with an adjusted target completion date.

Project Delivery Date and Milestones

- Upon receipt of this form and associated content, CRC will follow up with the requestor(s) to develop a deliverables timeline for the project, including major milestone checkpoints (e.g., an initial design draft) and a completion date for the work.

Preferred Follow-up Method ☐ Meeting ☐ Call ☐ Email ☐ Other _____

Delivery Times

- Standard graphic design and content development projects require a minimum of 10 business days.
- Requests for projects to be completed inside of the standard notice period (10 business days) will be considered against existing CRC project deadlines, priorities, and availabilities; therefore, quick-turnaround project assistance may be declined.
- Project work with a significant scope or requiring multiple production items may require more than 10 business days to complete; departments should make CRC aware of these projects at the earliest possible opportunity.

Name _____

Department/Division _____

Today's Date _____ Target Completion Date _____

Project Title _____

Please check all that apply.

☐ Copy Editing/Review ☐ Event Coverage/Support ☐ Writing ☐ Graphic Design

☐ Other

Additional review and approval is needed not needed

Project Description

Special Instructions/Questions

[Return to fscustomerrelations@illinois.edu](mailto:fscustomerrelations@illinois.edu)